

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

FEBRUARY 3, 2022

Committee Members: *Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) **SUNY Adirondack representatives to provide an update on the College.**

2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.
- C) Request to authorize a Memorandum of Agreement with the CSEA to extend updated out of unit education reimbursement policy to membership.

3) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

- A) Request for a transfer of funds in the amount of \$1,400 from the Contingent Account to Budget Code A.1420 423, *County Attorney - Telephone*, to pay for the purchase of cell phones for the First and Second Assistant County Attorney's that were not budgeted for.
- B) Litigation update - Executive Session on the following litigation: Opioid Settlement - Allergan; French v. Williams; Barton & Franks v. County; John David Smith v. United Methodist Church//County; Joshua Rouse v. Berkshire Farm//County; Michael Easterbrooks V. Schenectady Cty//County; Nicholas LeClair v. Sarah Raymond, et al.; Jason Lewis v. Primecare Medical, Inc.//County; Ilana Morgan v. County (see Attached Decision and Order 1/21/22); Saratoga and North Creek Railway Bankruptcy; Stegemann v. Rensselaer County//County; Taylor v. Town of Hadley et al//County; Notices of Claim Received - 1) John Werner, 2) Leroy Holdings & Brown Associates and 3) Jeffrey Tew; Attorney Legal Opinions - 1) WCLDC and Code of Ethics, 2) New Youth Alternative Jail placement Requirements and 3) Real Property Tax Refund/Credit Collections.
- C) Request to ratify the actions of the Chairman of the Board, County Attorney and Napoli, Shkolnik PLLC, *special counsel for the County*, with regard to executing all documents required to accept Allergan New York Settlement and Sharing Agreement and the New York Subdivision Election and Release Form with Allergan and its subsidiaries.

4) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Resolution Tracking Report.

5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

Probation (Robert Iusi, Director, Probation) -

- A) Request to amend the Table of Organization and Salary Schedule to a change the title of "Probation -Per Diem" to "Probation - IID/Transfer Monitoring" with a stipend of \$3,000, retroactive to January 3, 2022.

Office of Emergency Services (Ann Marie Mason, Director, Office of Emergency Services) -

- B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Building Maintenance Helper from \$5,279 to \$5,437 effective January 1, 2022.

~~C) Request to authorize the hiring of a sub-contractor to assist with updating the Hazard Mitigation Plan for Warren County. Note: The Criminal Justice & Public Safety Committee referred this matter to the Personnel, Administration & Higher Education Committee to provide Ann Marie Mason, Director, Office of Emergency Services, more time to compile additional information regarding this matter. This item to return to Criminal Justice & Public Safety Committee next month.~~

Sheriff (James LaFarr, Sheriff) -

- D) Request to amend the Table of Organization and Salary Schedule to create four full-time contingent permanent civil service Correction Officer positions effective February 21, 2022.
- E) Request to amend the Table of Organization and Salary Schedule to delete the position of Patrol Officer Part-Time, \$20.3716/hr, effective February 21, 2022.
- F) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Sergeant #12, Annual Salary \$84,503, and delete the position of Sergeant Civil Law Enforcement, Annual Salary \$78,046, effective February 21, 2022.

Continued

- 6) **Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**
Public Health (Ginelle Jones, Director, Public Health/Patient Services) -
Request to authorize call in rate for Director of Public Health and Assistant Director of Public Health of \$350/day for Saturdays and Sundays worked effective retroactive to January 1, 2022.
- 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principle Account Clerk #TBD, *Grade 10, Base Annual Salary \$40,874*, and delete the position of Senior Support Investigator #2, *Grade 11, Base Annual Salary \$41,425*, effective February 21, 2022.
- 8) **Referrals from the Legislative, Rules and Governmental Operations Committee (Chaired by Supervisor Strough):**
County Clerk (Pamela Vogel, County Clerk) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Senior Motor Vehicle Examiner #3, *Grade 10, Base Annual Salary \$40,784*, and delete the position of Principle Account Clerk, *Grade 10, Base Annual Salary \$40,784*, effective February 21, 2022.
- 9) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
A) Request to amend the Salary Schedule to increase the salary of the Payroll Supervisor from \$61,416 to \$65,751 effective retroactive to January 3, 2022.
B) Request to amend the Salary Schedule to increase the salary of the Payroll Technician from \$41,412 to \$50,262 effective retroactive to January 3, 2022.
- 10) **Requests/Items to be Discussed by the County Administrator:**
A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Messenger #2, *Grade 6, Base Annual Salary \$34,488*, effective February 21, 2022. Note the current position of Messenger will be deleted upon retirement of current employee (3/5/2022).
B) Request to create Temp Help line within the Mail Room Budget to allow for cross training of a new employee and refer same to the Finance Committee to determine a source of funding to cover the cost of the temporary position.

IV. **Pending Items:**

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

- 1) Additional work to be done to present for consideration a formalized policy for the Employee of the Month Program at a future Committee meeting. (11.02.21)
- 2) Warren County Workplace Violence Policy to be reviewed for additional updates. (12.29.21)
- 3) Discussion regarding salary adjustments for 2022. (12.29.21)

CIVIL SERVICE:

No items this month.

HUMAN RESOURCES:

No items this month.

CLERK OF THE BOARD:

No items this month.

COUNTY ATTORNEY:

No items this month.

V. **Positions authorized for filling by Standing Committees since last meeting:**

Bldgs & Grounds - Cleaner, *Grade 2, Base Annual Salary \$29,735*, due to resignation

Countryside - Cook Manager, *Grade 5, Base Annual Salary \$33,076*, due to retirement.

County Clerk - MV Lic/Reg Clerk #8, *Grade 8, Base Annual Salary \$37,918*, due to promotion.

Info. Tech - Cybersecurity and Network Analyst, *Annual Salary \$67,533*, due to creation. (EMERGENCY FILL)

Probation - Senior Account Clerk, *Grade 7, Base Annual Salary \$36,414*, due to promotion.

- DPW**
 - MEO (M) #9, *Grade 9, Base Annual Salary \$39,246*, due to retirement.
 - MEO (L) #3, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
 - MEO (L) #13, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
 - MEO (L) #27, *Grade 7, Base Annual Salary \$36,414*, due to termination.

- Sheriff**
 - Patrol Officer #62, *Annual Salary \$45,854*, due to promotion.
 - Communications Officer #20, *Annual Salary \$47,299*, due to resignation.
 - Senior Communications Officer #3, *Annual Salary \$58,448*.

- Social Services**
 - Intake Clerk #4, *Grade 4, Base Annual Salary \$30,983. (EMERGENCY FILL)*
 - Social Welfare Examiner #17, *Grade 8, Base Annual Salary \$37,918*, due to retirement.
 - Caseworker #15, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
 - Intake Clerk #8, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
 - Medicaid Clerk #3, *Grade 5, Base Annual Salary \$33,076*, due to promotion.
 - Social Welfare Examiner #38, *Grade 8, Base Annual Salary \$37,918*.
 - Secretary-Legal, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
 - Senior Account Clerk #6, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
 - Support Investigator #4, *Grade 8, Base Annual Salary \$37,918*, due to promotion.
 - Social Welfare Examiner #31, *Grade 8, Base Annual Salary \$37,918*, due to retirement.

- Veterans' Services**
 - Van Driver #1, *Grade 2, Base Annual Salary \$13.9335/hr*, due to resignation *(EMERGENCY FILL)*
 - Van Driver #2, *Grade 2, Base Annual Salary \$13.9335/hr*, due to resignation *(EMERGENCY FILL)*
 - Veterans Benefits Counselor, *Grade 9, Base Annual Salary \$39,246*, due to creation.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
7/29/2021	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 66,563.00	vacant				
7/29/2021	Office of Emergency Services	County Fire Coordinator- Part Time (2644)	Ogden	RM	\$ 11,500.00	\$ 11,500.00	12/29/2021	Bartlett	\$ 11,500.00	\$ -	\$ -
7/29/2021	Probation	Probation Assistant (1313)	Iatauro	RT	\$ 44,902.00	\$ 35,491.00	12/9/2021	Clarke	\$ 37,355.00	\$ 1,864.00	\$ (7,547.00)
7/29/2021	Probation	Probation Officer Trainee	N/A	N	N/A	\$ 45,831.00	vacant				
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00	vacant				
9/1/2021	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 66,563.00	vacant				
9/1/2021	Health Services	Public Health Nurse #35 (2250)	Swan	RS	\$ 54,286.00	\$ 53,675.00	vacant				
9/1/2021	Health Services	Public Health Nurse #8 (1546)	McAvey	RS	\$ 63,947.00	\$ 53,675.00	vacant				
9/1/2021	Office for the Aging	Meal Site Cook #2 (1950)	Seitz	O	\$ 18,113.00	\$ 18,113.00	11/29/2021	Aldous	\$ 18,113.00	\$ -	\$ -
9/1/2021	Office for the Aging	Meal Site Manager #3 (1937)	Lewis	RT	\$ 26,653.00	\$ 14,491.00	vacant				
9/1/2021	Office for the Aging	Meal Site Manager #5 (1925)	Ranous	RS	\$ 18,113.00	\$ 18,113.00	deleted				
9/1/2021	Public Defender	Legal Clerk #1 (2664)	N/A	N	N/A	\$ 32,237.00	vacant				
9/30/2021	Civil Service	Civil Service Assistant (2568)	Jernigan	RS	\$ 40,972.00	\$ 38,809.00	12/4/2021	Graham	\$ 40,972.00	\$ 2,163.00	\$ -
9/30/2021	Countryside	Institutional Aide PT #18 (2629)	Semon	PR	\$ 29,603.00	\$ 29,603.00	vacant				
9/30/2021	District Attorney	Legal Clerk #5 (2585)	Cogdill	RS	\$ 32,848.00	\$ 32,237.00	vacant				
9/30/2021	Public Health	Senior Account Clerk #2 (2399)	Baker	RS	\$ 44,902.00	\$ 35,491.00	vacant				
9/30/2021	Sheriff	Patrol Officer #11 (1380)	Seeley	PR	\$ 75,295.00	\$ 44,735.00	1/24/2022	Rose	\$ 45,854.00	\$ 1,119.00	\$ (29,441.00)
11/2/2021	Public Works	MEO (L) #26 (1225)	Hayes	RT	\$ 44,901.00	\$ 35,491.00	vacant				
11/2/2021	Public Works	MEO (M) #14 (1261)	Morehouse	PR	\$ 47,535.00	\$ 38,251.00	12/20/2021	Cameron	\$ 39,533.00	\$ 1,282.00	\$ (8,002.00)
11/2/2021	Sheriff	Investigative Sergeant #1 (2694)	N/A	N	N/A	\$ 82,495.00	11/22/2021	Affinito	\$ 82,495.00	\$ -	\$ -
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	1/10/2022	Allen	\$ 34,448.00	\$ 834.00	\$ -
11/2/2021	Social Services	HEAP Examiner #5 - temp (2693)	N/A	N	N/A	\$ 33,614.00	vacant				
11/2/2021	Social Services	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
11/2/2021	Social Services	Caseworker #29 (1671)	Chapman	O	\$ 53,457.00	\$ 45,831.00	11/29/2021	Moore	\$ 47,244.00	\$ 1,413.00	\$ (6,213.00)
12/2/2021	Countryside	Institutional Aide PT #3 (2217)	Semon	RM	\$ 23,682.00	\$ 23,682.00	vacant				
12/2/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	1/4/2022	Slater	\$ 36,414.00	\$ 923.00	\$ (5,123.00)
12/2/2021	DPW	MEO (M) #2 (1233)	Henkel	RS	\$ 44,717.00	\$ 38,521.00	vacant				
12/2/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 55,376.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
12/2/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				
12/2/2021	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
12/2/2021	Health Services	Medical Records Coder PT (2598)	New	N	N/A	\$ 24,471.00	vacant				
12/2/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				
12/2/2021	Sheriff	Investigator #6 (1385)	David	RT	\$ 83,503.00	\$ 83,503.00	vacant				
12/2/2021	Sheriff	Patrol Officer #TBD		PR		\$ 44,736.00	vacant				
12/2/2021	Social Services	Caseworker #21 (1668)	Watkins	PR	\$ 58,097.00	\$ 47,023.00	vacant				
12/2/2021	Social Services	Caseworker #4 (1650)	Parker	PR	\$ 57,597.00	\$ 47,023.00	vacant				
12/2/2021	Social Services	Caseworker #20 (1649)	Tennant	RS	\$ 47,244.00	\$ 45,831.00	1/3/2022	Dolly	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Social Services	Social Welfare Examiner #12 (1751)	Darcy	PR	\$ 37,436.00	\$ 36,957.00	vacant				
12/20/2021	County Clerk	Legal Recording Clerk #2 (2698)	N/A	N	N/A	\$ 35,491.00	12/27/2021	Strong-Norman	\$ 35,491.00	\$ -	\$ -
12/20/2021	Employment & Training	E&T Counselor II #1 (2696)	N/A	N	N/A	\$ 40,003.00	12/20/2021	Mender	\$ 43,805.00	\$ 3,802.00	\$ -
12/20/2021	Employment & Training	E&T Counselor II #2 (2697)	N/A	N	N/A	\$ 40,003.00	12/20/2021	Metcalf	\$ 47,892.00	\$ 7,889.00	\$ -
12/20/2021	Office for the Aging	Services Assistant - OFA #3 (2700)	N/A	N	N/A	\$ 33,600.00	vacant				
12/20/2021	Office for the Aging	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	vacant				

2022 - NOTICE OF INTENT TO FILL TRACKING

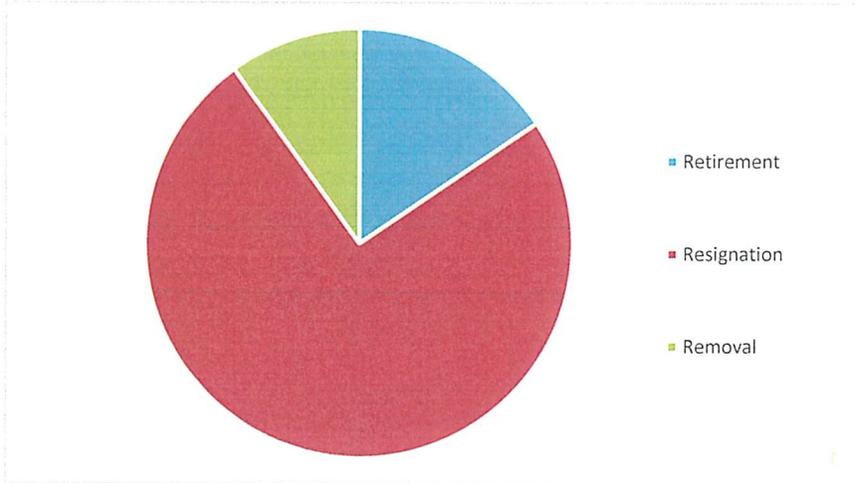
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2022	Health Services	RPN #42 (2701)	N/A	N	N/A	\$ 51,502.00	vacant				
1/1/2022	Health Services	Public Health Program Manager (2678)	N/A	N	N/A	\$ 55,070.00	1/1/2022	Durkee	\$ 67,170.00	\$ 12,100.00	\$ -
1/1/2022	Health Services	Public Health Educator #1 (2681)	N/A	N	N/A	\$ 44,384.00	1/13/2022	Cohen	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	Public Health Educator #2 (1586)	N/A	N	N/A	\$ 44,384.00	1/18/2022	Crawford	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	EI Service Coordinator - PD (2556)	N/A	N	N/A	\$ 12,594.00	vacant				
1/1/2022	Health Services	Therapy Program Administrator (2677)	N/A	N	N/A	\$ 65,566.00	vacant				
1/1/2022	Sheriff	Patrol Officer #66 (2673)	N/A	N	N/A	\$ 44,736.00	1/24/2022	McPhail	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #67 (2674)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ordway	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #68 (2675)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ortiz	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #69 (2676)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Crispell	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #69 (2676)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Watkins	\$ 61,916.00	\$ 11,532.00	\$ -
1/1/2022	Social Services	Senior Caseworker #9 (2685)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Parker	\$ 61,416.00	\$ 11,032.00	\$ -
1/1/2022	Social Services	Senior Caseworker #10 (2686)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Quagliana	\$ 61,416.00	\$ 11,032.00	\$ -
1/1/2022	Social Services	Legal Clerk III (2687)	N/A	N	N/A	\$ 40,784.00	1/7/2022	Moynihan	\$ 42,852.00	\$ 2,068.00	\$ -
1/1/2022	Social Services	Senior Clerk (2688)	N/A	N	N/A	\$ 31,789.00	1/1/2022	Moynihn	\$ 38,282.00	\$ 6,493.00	\$ -
1/29/2022	Sheriff	Patrol Officer #70 (TBD)	N/A	N	N/A	\$ 44,736.00	vacant				
									TOTALS	\$ 71,368.00	\$ (56,770.00)

Warren County Department of Human Resources



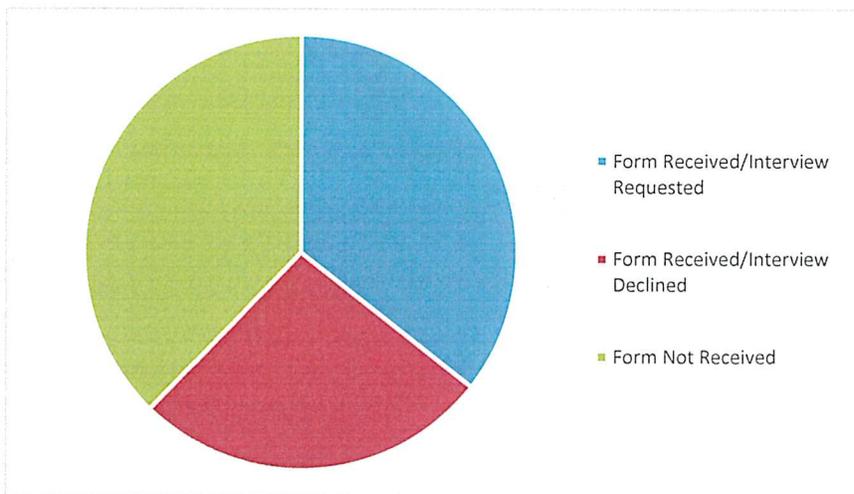
Separations through December 31, 2021

Retirement	14
Resignation	67
Removal	9
Total	90



Exit Interviews through December 31, 2021

Form Received/Interview Requested	32
Form Received/Interview Declined	24
Form Not Received	34



RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

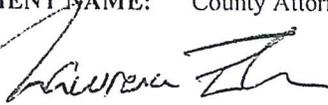
* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Attorney

SIGNED: 

DATE: 1/31/22

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payment/Contributions	A.1420 423	County Attorney, Telephone	\$1,400.00

Please state reason for transfers requested: Need money to pay for cell phones that were not budgeted for in 2022

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1420 423	County Attorney, Telephone	\$1,400.00

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

-----	X
QUESTOR FRENCH,	: Docket No. 21-cv-60
Plaintiffs,	: (LEK)(CFH)
	:
-against-	:
	:
DEREK WILLIAMS, BRETT LAIL, MICHAEL	:
CURTIS, JUSTIN DUCEY, GARY MILLIS, and JULIA	:
BARTON, individually and in their capacity as	:
Correction Officers, and JIM LaFARR, individually and	:
in his capacity as Warren County Sheriff, and TERRY	:
COMEAU, individually and in his capacity as Warren	:
County Undersheriff, and JOHN DOES 1-8,	:
	:
Defendants.	:
-----	X

STIPULATION OF VOLUNTARY DISMISSAL

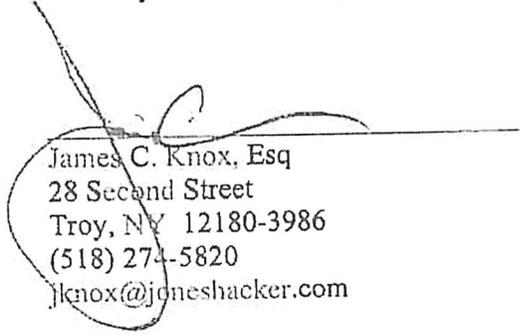
IT IS HEREBY STIPULATED AND AGREED by and between the undersigned that
whereas no party hereto is an infant or incompetent person for whom a committee has been
appointed and no person not a party has an interest in the subject matter of the action:

Pursuant to Rule 41(a)(1)(A)(ii) of the Federal Rules of Civil Procedure, Plaintiff,
QUESTOR FRENCH, hereby discontinues with prejudice his claims as against Defendants,
BRETT LAIL, MICHAEL CURTIS, JUSTIN DUCEY, GARY MILLIS, and JULIA BARTON,
individually and in their capacity as Correction Officers, and JIM LaFARR, individually and in
his capacity as Warren County Sheriff, and TERRY COMEAU, individually and in his capacity
as Warren County Undersheriff, without damages, costs, interest or attorneys' fees.

Plaintiff's claims as against defendant, DEREK WILLIAMS, continue.

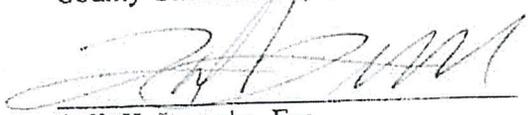
Dated: October 14, 2021

E. STEWART JONES HACKER MURPHY, LLP
Attorneys for Plaintiff Questor French



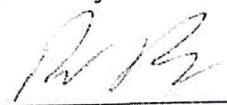
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EDELMAN & DICKER LLP
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DUCEY, GARY MILLIS, and JULIA BARON,
individually and in their capacity as Correction
Officers, and JIM LaFARR, individually and in his
capacity as Warrant County Sheriff, and TERRY
COMEAU, individually and in his capacity as Warren
County Undersheriff, and JOHN DOES 1-8,



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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

ILANA MORGAN,

Plaintiff,

-against-

1:21-CV-0278 (LEK/DJS)

THE COUNTY OF WARREN, *et al.*,

Defendants.

MEMORANDUM-DECISION AND ORDER

I. INTRODUCTION

Plaintiff Ilana Morgan commenced the present civil action against the County of Warren (“Warren County” or “County”); Mary Elizabeth Kissane, individually and as Warren County Attorney; and Kevin Geraghty, individually and as a Member of the Warren County Board of Supervisors (collectively, “Defendants”). Dkt. No. 1 (“Complaint”). Presently before the Court is a motion to dismiss filed by Defendants pursuant to Rule 12(b)(6) of the Federal Rules of Civil Procedure. See Dkt. No. 7 (“Motion to Dismiss” or “Motion”); Dkt. No. 7-2 (“Defendants’ Memorandum of Law”). Plaintiff filed an opposition to the Motion. See Dkt. No. 12 (“Opposition”). Defendants filed a reply. See Dkt. No. 13 (“Reply”). For the following reasons, the Court grants the Motion.

II. BACKGROUND

The following factual allegations are assumed to be true. See Vega v. Hempstead Union Free Sch. Dist., 801 F.3d 72, 76 (2d Cir. 2015).

Plaintiff Ilana Morgan worked as a Legal Assistant for Warren County Attorney’s Office under Defendant Warren County Attorney Mary Elizabeth Kissane. Compl. ¶¶ 32, 35. Plaintiff’s

responsibilities included her legal assistant duties, as well as real property tax foreclosures in Warren County. *Id.* ¶ 33. Defendant Kevin Geraghty, the former Town Supervisor for the Town of Warrensburg and member of the Warren County Board of Supervisors, met with Kissane and alleged that Plaintiff used her position as Legal Assistant to obtain confidential County information about a property located at 10 Industrial Park Road. *Id.* ¶¶ 7, 37–39.

In December of 2018, on behalf of the County, Kissane originated and issued nine workplace disciplinary charges against Plaintiff. *Id.* ¶ 42. Of the nine charges, four were based on allegedly false statements made by Geraghty. *Id.* ¶¶ 42–44. Following the charges, Kissane appointed Paul Jenkins, the Superintendent of Glens Falls City School District, as the hearing officer. *Id.* ¶¶ 49, 51, 53. In the disciplinary hearing before Jenkins, Kissane was a material witness against Plaintiff. *Id.* ¶ 56. On March 19, 2019, Jenkins issued his recommendations that Morgan was guilty of eight of the nine charges. *Id.* ¶ 57. Kissane then decided that she would make the final decision on Jenkins’ recommendations. *Id.* ¶ 59. On March 26, 2019, Kissane adopted Jenkins’ report, found Plaintiff guilty on eight of the nine charges, and terminated Plaintiff. *Id.* ¶ 62; Compl. Ex. D.¹

After Plaintiff was terminated, Defendants sent the termination letter written by Kissane to local media, which then published the contents of Kissane’s letter. Compl. ¶ 64. Plaintiff contends that Defendants’ actions caused her severe emotional distress, mental anguish,

¹ “In considering a motion to dismiss for failure to state a claim pursuant to Rule 12(b)(6), a court may consider the following matters outside the four corners of the complaint: (1) documents attached as an exhibit to the complaint or answer, (2) documents incorporated by reference in the complaint (and provided by the parties), (3) documents that, although not incorporated by reference, are ‘integral’ to the complaint, or (4) any matter of which the court can take judicial notice for the factual background of the case.” *Lane v. Tilbe*, No. 18-CV-0438, 2018 WL 6289668, at *2 (N.D.N.Y. Dec. 3, 2018) (internal citations omitted) (Kahn, J.).

permanent costs in reputation and legal fees, and violated her due process rights. Id. ¶¶ 65–66. Plaintiff then commenced an Article 78 proceeding seeking to annul the termination decision. Id. ¶ 67.

On February 18, 2021, the New York State Supreme Court, Appellate Division, Third Department found the disciplinary hearing factually insufficient, found that Kissane violated Plaintiff's due process rights, and annulled the determination to terminate Plaintiff's employment. Compl. ¶ 70; Compl. Ex. E. Specifically, the Third Department found that Kissane should have disqualified herself from acting as the final decision maker because of her extensive personal involvement in the disciplinary process. Compl. ¶ 70; Compl. Ex. E. The Third Department then remitted the matter to the County Attorney, where the matter is currently pending. Compl. ¶ 70, Ex. E.

On March 10, 2021, Plaintiff filed this complaint, alleging the following causes of action: (1) denial of civil rights pursuant to 42 U.S.C. § 1983 against Defendants Warren County and Kissane; (2) conspiracy to deny civil rights pursuant to 42 U.S.C. § 1983 against Defendants Kissane and Geraghty; (3) Monell liability against Defendant Warren County; and (4) violation of due process rights pursuant to the New York State constitution and New York common law against Defendants Warren County and Kissane. See generally Compl.

III. LEGAL STANDARD

To survive a motion to dismiss pursuant to Federal Rule of Civil Procedure 12(b)(6), a “complaint must contain sufficient factual matter, accepted as true, to ‘state a claim to relief that is plausible on its face.’” Ashcroft v. Iqbal, 556 U.S. 662, 663 (2009) (quoting Bell Atl. Corp. v. Twombly, 550 U.S. 544, 570 (2007)); see also Fed. R. Civ. P. 12(b)(6). A court must accept as

true the factual allegations contained in a complaint and draw all inferences in favor of a plaintiff. See Allaire Corp. v. Okumus, 433 F.3d 248, 249–50 (2d Cir. 2006). A complaint may be dismissed pursuant to Rule 12(b)(6) only where it appears that there are not “enough facts to state a claim to relief that is plausible on its face.” Twombly, 550 U.S. at 570. Plausibility requires “enough fact[s] to raise a reasonable expectation that discovery will reveal evidence of [the alleged misconduct].” Id. at 556. The plausibility standard “asks for more than a sheer possibility that a defendant has acted unlawfully.” Iqbal, 556 U.S. at 678 (citing Twombly, 550 U.S. at 556). “[T]he pleading standard Rule 8 announces does not require ‘detailed factual allegations,’ but it demands more than an unadorned, the-defendant-unlawfully-harmed-me accusation.” Id. (citing Twombly, 550 U.S. at 555). Where a court is unable to infer more than the mere possibility of the alleged misconduct based on the pleaded facts, the pleader has not demonstrated that she is entitled to relief and the action is subject to dismissal. See id. at 678–79.

IV. DISCUSSION

To state a claim under § 1983, a plaintiff must allege (1) the violation of a right secured by the Constitution and laws of the United States, and (2) that the deprivation was committed by a person acting under the color of state law. See Vega, 801 F.3d at 87–88. Section 1983 “is not itself a source of substantive rights, but a method for vindicating federal rights elsewhere conferred.” Baker v. McCollan, 443 U.S. 137, 144 n.3 (1979).

A. Procedural Due Process

To state a violation of procedural due process under the Fourteenth Amendment, Plaintiff must plead facts establishing the following elements: (1) the existence of a property or liberty

interest of which she was deprived; and (2) the deprivation of that interest without due process.

Bryant v. New York State Educ. Dep't, 692 F.3d 202, 218 (2d Cir. 2012).

Here, Defendants argue that Plaintiff's Article 78 action provided an adequate post-deprivation remedy, and so her claim is precluded. Defs.' Mem. of L. at 3–5. Plaintiff, on the other hand, argues that the Article 78 proceeding did not satisfy the due process requirements under the circumstances. Opp'n at 11–17. In their reply, Defendants further argue that Plaintiff was provided with adequate due process. Reply at 2, 5–6.² In assessing these arguments the Court divides its analysis into two parts: (1) whether the availability of an Article 78 proceeding precludes Plaintiff from bringing a procedural due process claim; and (2) whether Plaintiff received the requisite process.

1. Availability of an Article 78 Proceeding

The Second Circuit has explained:

When the state conduct in question is random and unauthorized, the state satisfies procedural due process requirements so long as it provides meaningful post-deprivation remedy. . . . In contrast, when the deprivation is pursuant to an established state procedure, the state can predict when it will occur and is in the position to provide a pre-deprivation hearing. Under those circumstances, the availability of post-deprivation procedures will not, *ipso facto*, satisfy due process.

² In addition, Defendants argue for the first time in their Reply that Plaintiff suffered no deprivation of a constitutionally-protected interest because the County restored Plaintiff to the payroll and so she did not lose any property interest in her employment. Reply at 2, 4. “The Court will not consider these arguments because a defendant may not introduce arguments for the first time in its reply brief.” Kommer v. Ford Motor Co., No. 17-CV-296, 2017 WL 3251598, at *4 n.3 (N.D.N.Y. July 28, 2017) (collecting cases) (Kahn, J.).

Rivera-Powell v. New York City Bd. of Elections, 470 F.3d 458, 465 (2d Cir. 2006) (internal citations and quotations omitted).

“The distinction between random and unauthorized conduct and established state procedures, however, is not clear-cut.” Id. But the Second Circuit has also noted:

In Zinermon v. Burch, the Court held that government actors’ conduct cannot be considered random and unauthorized . . . if the state delegated to those actors “the power and authority to effect the very deprivation complained of . . . [and] the concomitant duty to initiate the procedural safeguards set up by state law,” even if the act in question “was not . . . sanctioned by state law.” 494 U.S. at 138, 110 S.Ct. 975. This court has since relied on Zinermon to hold that the acts of high-ranking officials who are “ultimate decision-maker[s]” and have “final authority over significant matters,” even if those acts are contrary to law, should not be considered “random and unauthorized” conduct for purposes of a procedural due process analysis.

Id. (first citing Velez v. Levy, 401 F.3d 75, 91–92 & nn. 14 & 15 (2d Cir. 2005); and then citing DiBlasio v. Novello, 344 F.3d 292 (2d Cir. 2003)).

Here, if Kissane’s actions were “random and unauthorized,” then Defendants would prevail. But even if Kissane’s actions were not considered “random and unauthorized,” Defendants may still prevail depending on what process the Court determines is due. See Locurto v. Safir, 264 F.3d 154, 172 (2d Cir. 2001) (“We ultimately need not resolve whether defendants’ alleged misconduct was ‘random and unauthorized,’ since even were we to resolve this dispute in plaintiffs’ favor, we would still face the further question of what process is due.”) (citing Ezekwo v. New York City Health & Hosps. Corp., 940 F.2d 775, 783–84 (2d Cir. 1991)). Accordingly, the Court will assume that Kissane’s actions were not “random and unauthorized,” and hence Plaintiff’s claim is not precluded by the very fact of an Article 78 action.

2. *The Process Due*

This Court starts by noting that it is necessary in a procedural due process claim for Plaintiff to allege “what process should have been but was not afforded to [her].” Lamont v. Farucci, No. 16-CV-7746, 2017 WL 6502239, at *13 (S.D.N.Y. Dec. 18, 2017). Here, Plaintiff alleges that Kissane should have disqualified herself “from [making the final decision to terminate Plaintiff’s employment] after she personally filed baseless charges against Morgan, appointed the hearing officer who presided over the disciplinary hearing, and testified as a witness against Morgan during her disciplinary hearing.” Compl. ¶ 75.

“The pretermination process ‘need not be elaborate’ or approach the level of a ‘full adversarial evidentiary hearing,’ but due process does require that before being terminated such an ‘employee be given oral or written notice of the charges against him, an explanation of the employer’s evidence, and an opportunity to present his side of the story.’” Otero v. Bridgeport Housing Auth., 297 F.3d 142, 151 (2d Cir.2002) (alterations omitted) (quoting Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532, 545, 546). Additionally, “a neutral adjudicator is not a required component of procedural due process at a pre-termination hearing in situations, such as this one, where Plaintiff has a wholly adequate post-deprivation hearing under Article 78 available to her.” Stack v. City of Glens Falls, No. 17-CV-279, 2018 WL 3850629, at *5 (N.D.N.Y. Aug. 13, 2018); see also Locurto, 264 F.3d at 174 (holding that a neutral adjudicator is not a necessary component of due process at a pre-termination hearing “where the state affords plaintiff, subsequent to his termination, a full adversarial hearing before a neutral adjudicator”). In Locurto, the Second Circuit explicitly noted that “Petitioners proceeding under Article 78 may raise claims that the agency adjudicator was biased and prejudged the outcome, that the

determination was slanted by the adjudicator's refusal to recuse herself, or that ex parte communications with other officials may have infected the adjudicator's ruling." Id. at 174–75 (internal citations omitted). That is exactly what happened here: Plaintiff brought an Article 78 proceeding, successfully challenging the Hearing Officer's factual findings and arguing that Kissane should have disqualified herself. Compl. Ex. E. The Court is hard-pressed to find that procedural due process was not satisfied. See Locurto, 264 F.3d at 171 ("When such a public employee is terminated, procedural due process is satisfied if the government provides notice and a limited opportunity to be heard prior to termination, so long as a full adversarial hearing is provided afterwards"); see also Longo v. Suffolk Cty. Police Dep't Cty. of Suffolk, 429 F. Supp. 2d 553, 559 (E.D.N.Y. 2006) ("Courts in this circuit as well as the Second Circuit Court of Appeals have held, clearly and repeatedly, that the combination of Section 75 and 78 provide a terminated public employee with remedies that are consistent with the requirements of the due process clause of the Constitution.") (collecting cases).

Still, Plaintiff argues for the first time in her Opposition that "the Article 78 proceeding was inadequate to protect Plaintiff's due process rights as Kissane was an official who made 'decisions . . . with final authority over significant matters,' and because the damages suffered from Plaintiff's due process deprivations exceed what was recoverable at the Article 78 proceeding." Opp'n at 17. The Court rejects this argument because "a plaintiff cannot amend her complaint through an opposition to a motion to dismiss." Finch v. New York, No. 10-CV-9691, 2012 WL 2866253, at *8 (S.D.N.Y. May 30, 2012) (collecting cases). Indeed, the Complaint contains no factual allegations regarding the inadequacy of the Article 78 proceeding.

Even if there were, the argument rings hollow. Plaintiff is focused on the first aspect of the analysis (whether the availability of an Article 78 proceeding precludes Plaintiff from bringing a procedural due process claim), but not on whether she did receive the requisite process. The Court has already determined in Plaintiff's favor on the first point, but Plaintiff has not succeeded on the second point. See Chaffer v. Bd. of Educ. of City Sch. Dist. of City of Long Beach, 75 F. App'x 12, 13 n.1 (2d Cir. 2003) (summary order) ("As we explained in Locurto, the availability of a post-termination Article 78 proceeding where a public employee has been provided with notice and a pre-termination hearing provides adequate due process protection regardless of whether the alleged misconduct is 'random and unauthorized.'"). It makes no difference that Plaintiff actually took advantage of this post-deprivation remedy. See Sawabini v. McGrath, No. 15-CV-692, 2017 WL 3727370, at *13 (N.D.N.Y. Aug. 28, 2017) (citing Rivera-Powell, 470 F.3d at 467 n.9) (Kahn, J.). As for the point about damages, the Second Circuit has already foreclosed that argument. See Hellenic Am. Neighborhood Action Comm. v. City of New York, 101 F.3d 877, 881 (2d Cir. 1996) ("An Article 78 proceeding is adequate for due process purposes even though the petitioner may not be able to recover the same relief that he could in a § 1983 suit."); see also Storman v. Klein, No. 09-CV-0338, 2009 WL 1035964, at *17 n.48 (S.D.N.Y. Apr. 20, 2009), report and recommendation adopted, 2009 WL 10740175 (S.D.N.Y. Aug. 17, 2009), aff'd, 395 F. App'x 790 (2d Cir. 2010).

Therefore, Plaintiff has not sufficiently alleged that the pre-deprivation and post-deprivation procedures, which have been repeatedly held to constitute due process of law, were inadequate. Plaintiff's § 1983 procedural due process claim is dismissed without prejudice.

B. Substantive Due Process

Plaintiff's claim for a violation of substantive due process also fails. "To state a substantive due process claim, a plaintiff must allege that: (1) the complained-of state action compromised a constitutionally-protected liberty or property right, and (2) the state action that deprived him of that interest was oppressive or arbitrary." JG & PG ex rel. JGIII v. Card, No. 08-CV-5668, 2009 WL 2986640, at *5 (S.D.N.Y. Sept. 17, 2009). "For a substantive due process claim to survive a Rule 12(b)(6) dismissal motion, it must allege governmental conduct that 'is so egregious, so outrageous, that it may fairly be said to shock the contemporary conscience.'" Velez v. Levy, 401 F.3d 75, 93 (2d Cir. 2005) (quoting Cnty. of Sacramento v. Lewis, 523 U.S. 833, 847 n.8 (1998)). However, this Court and others have recognized that when "the claim for substantive due process is subsumed by Plaintiff's other constitutional claims [such as procedural due process], it must be dismissed." Rother v. NYS Dep't of Corr. & Cmty. Supervision, 970 F. Supp. 2d 78, 100 (N.D.N.Y. 2013) (Kahn, J.); see also Carnell v. Myers, No. 17-CV-7693, 2019 WL 1171489, at *8 (S.D.N.Y. Mar. 13, 2019) (collecting cases). In Rother, this Court found that a substantive due process claim overlapped entirely with a procedural due process claim because both sought to remedy the same harm and challenge the same conduct. 970 F. Supp. 2d at 100. The same was true in Carnell when "Plaintiff's substantive due process claim [was] premised on precisely the same set of facts and [sought] to remedy the same conduct as in his procedural due process claim; the Complaint allege[d] no facts that separate the two claims." 2019 WL 1171489, at *8.

The Complaint does not even divide the claims between procedural due process and substantive due process, and Plaintiff attempts to provide a distinction for the first time in her

Opposition. Compare Opp'n at 3 ("Plaintiff Has Made a Prima Facie Case That Kissane Violated Her Substantive Due Process By Intentionally Abusing Her Government Power Against Morgan") with Opp'n at 11 ("Plaintiff Has Made a Prima Facie Case That Kissane Violated Her Procedural Due Process By Creating a Corrupt Scheme Against Morgan"). Once again, the Court can reject this argument because "a plaintiff cannot amend her complaint through an opposition to a motion to dismiss." Finch, 2012 WL 2866253, at *8. More importantly, the Court cannot locate any facts that separate the two claims because the substantive due process claim is entirely duplicative of the procedural due process claim since it stems from the same allegation that Kissane created a corrupt scheme to terminate Plaintiff. Indeed, both alleged claims seek to remedy the same harm and challenge the same conduct. See Compl. ¶¶ 73–78. Accordingly, "Plaintiff fails to state a claim for a violation of substantive due process because [her] substantive due process claim is based on the same facts as [her] procedural due process claim." Cherry v. New York City Hous. Auth., No. 15-CV-6949, 2017 WL 4357344, at *29 (E.D.N.Y. Sept. 29, 2017).

C. Section 1983 Conspiracy

Defendants briefly argue that because Plaintiff cannot establish the underlying constitutional claim, the § 1983 conspiracy cause of action must also fail. See Defs.' Mem. of L. at 5. Plaintiff does not even address this point, but the Court agrees with Defendants. "Because there is no underlying constitutional violation on which to base [her] § 1983 conspiracy claim, plaintiff's conspiracy claim fails as a matter of law." Conte v. Cty. of Nassau, No. 06-CV-4746, 2010 WL 3924677, at *24 (E.D.N.Y. Sept. 30, 2010) (citing Curley v. Village of Suffern, 268 F.3d 65, 72 (2d Cir. 2001)).

D. Monell Liability

A Monell claim for municipal liability cannot survive absent an underlying constitutional violation. See Pinter v. City of New York, 448 F. App'x 99, 106 (2d Cir. 2011) (summary order) (citing City of Los Angeles v. Heller, 475 U.S. 796, 799 (1986)) (dismissing Monell claim because “if [the officer] inflicted no constitutional injury on respondent, it is inconceivable that [the city] could be liable to respondent.”); see also Lopez v. City of New York, No. 19-CV-3887, 2021 WL 466974, at *7 (S.D.N.Y. Feb. 9, 2021) (“An underlying constitutional violation is a prerequisite to [Monell] municipal liability.”) (citing Segal v. City of New York, 459 F.3d 207, 219 (2d Cir. 2006)). Because Plaintiff’s § 1983 causes of action have been dismissed, Defendant County of Warren cannot be liable under Monell.

E. Remaining State Law Claims

Because Plaintiff has not alleged diversity jurisdiction, Compl. ¶¶ 2–3, this Court would only have subject matter jurisdiction to consider Plaintiff’s state law claims to the extent that supplemental jurisdiction is provided for under 28 U.S.C. § 1367. Subsection (c) of that section provides that “district courts may decline to exercise supplemental jurisdiction over a [state law] claim . . . [if] the district court has dismissed all claims over which it has original jurisdiction” 28 U.S.C. § 1367(c). Where, as here, any federal claims have been dismissed at a relatively early stage of litigation, courts often decline to exercise subject matter jurisdiction. See Valencia ex rel. Franco v. Lee, 316 F.3d 299, 306 (2d Cir. 2003); Tops Markets, Inc. v. Quality Markets, Inc., 142 F.3d 90, 103 (2d Cir. 1998) (“[W]hen all federal claims are eliminated in the early stages of litigation, the balance of factors generally favors declining to exercise pendent jurisdiction over remaining state law claims and dismissing them without prejudice.”) (citing Carnegie-Mellon

Univ. v. Cohill, 484 U.S. 343, 350 (1988)). The Court elects to do so here. The Court dismisses the state law claims without prejudice for lack of subject matter jurisdiction.

V. CONCLUSION

Accordingly, it is hereby:

ORDERED, that Defendants’ Motion to Dismiss (Dkt. No. 7) is **GRANTED**; and it is further

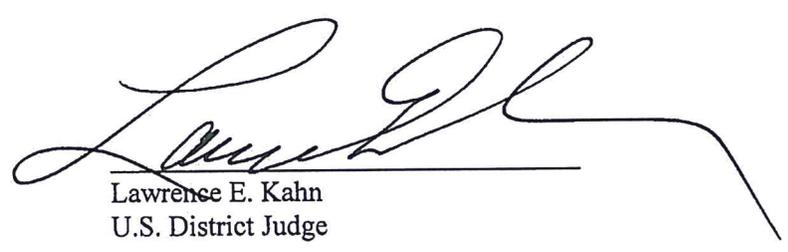
ORDERED, that Plaintiff’s Complaint (Dkt. No. 1) is **DISMISSED WITHOUT PREJUDICE**³; and it is further

ORDERED, that the Clerk of the Court is directed to close this action; and it is further

ORDERED, that the Clerk serve a copy of this Memorandum-Decision and Order on all parties in accordance with the Local Rules.

IT IS SO ORDERED.

DATED: January 21, 2022
Albany, New York


Lawrence E. Kahn
U.S. District Judge

³ At this time, the Court does not need to determine whether leave to amend would be futile.

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: County Attorney

DATE: January 28, 2022

- (a) Purpose of Request: **To authorize and ratify the Chairman of the Board, the County Attorney and, counsel for the County, Napoli Shkolnik PLLC, to execute all documents required to accept the Allergan New York Settlement and Sharing Agreement and the New York Subdivision Election and Release Form with Allergan and its subsidiaries. Settlement documents were received January 18, 2021 and were required to be executed no later than January 31, 2022.**
- (b) Details: **This settlement agreement is with Allergan and it's subsidiaries and is the result of a negotiated settlement during the trial of the lawsuit against Allergan. Allergan agreed to settle claims involving the manufacturing and distribution of opioid prescription drugs. Warren County, along with other municipal governments in New York State are represented by Napoli Shkolnik who will be paid out of the settlement proceeds. Additional details may be provided, upon request, during an executive session.**
- (c) Previous Resolution Numbers: **352 of 2021 (Johnson and Johnson) and 444 of 2021 (McKesson, et al).**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PR023 2021	PROCLAMATION - BREAST CANCER AWARENESS MONTH	
PR024 2021	PROCLAMATION - YOUTH SUBSTANCE ABUSE PREVENTION MONTH	
PR025 2021	PROCLAMATION - FIRE PROTECTION WEEK	
PR026 2021	PROCLAMATION - J. WALTER JUCKETT AWARD	
PR027 2021	PROCLAMATION - GREEN LIGHT FOR MILITARY SERVICE	
PR028 2021	PROCLAMATION - CPL BEN OSBORN DAY	
RCAR01	REPORT OF COMMITTEE ON ASSESSMENT ROLLS	
414	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS <i>AMENDED FROM THE FLOOR DURING THE BOARD MEETING</i>	
415	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	
416	COUNTY FACILITIES (AIRPORT) - AWARDING BID AND AUTHORIZING AGREEMENT WITH BASELINE KING CORP. TO REHABILITATE TAXIWAY LIGHTS AT FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NY (WC 3-21)	CONTRACT EXECUTED
417	COUNTY FACILITIES (AIRPORT) - AUTHORIZING AGREEMENT WITH JACOBS CIVIL CONSULTANTS, INC. TO PROVIDE CONSULTING SERVICES FOR THE CONSTRUCTION INSPECTION/CONSTRUCTION OBSERVATION FOR THE REHABILITATION OF TAXIWAY LIGHTING PROJECT AT THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT	CONTRACT EXECUTED
418	COUNTY FACILITIES (AIRPORT) - AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY AND THE TOWN OF QUEENSBURY FOR REIMBURSEMENT OF PAYROLL EXPENSES INCURRED DURING THE 2021 ADIRONDACK HOT AIR BALLOON FESTIVAL AT THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
419	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) -AMENDING RESOLUTION NO.123 OF 2021,“AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE HOUSING TRUST FUND CORPORATION, OFFICE OF COMMUNITY RENEWAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING UNDER THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT”, TO AUTHORIZE CHAIR OF THE BOARD OF SUPERVISORS TO ACCEPT THE GRANT AWARD AND EXECUTE THE GRANT AGREEMENT(S) AND ANY AND ALL OTHER NECESSARY DOCUMENTS RELATING TO SAID AGREEMENT	GRANT EXECUTED
420	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - ESTABLISHING A SPECIAL COMMITTEE ENTITLED “ARPA ADVISORY COMMITTEE” AND APPOINTING MEMBERS OF SAME	
421	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AMENDING RESOLUTION NO. 362 OF 2020, “APPROVING AND ADOPTING THE WARREN COUNTY REAL ESTATE AUCTION 2021 TERMS AND CONDITIONS OF SALE APPLICABLE TO THE SALE OF PARCELS ACQUIRED BY THE COUNTY BY REASON OF THE FORECLOSURE OF TAX LIENS”, TO UPDATE THE BUYER’S PREMIUM AMOUNT	
422	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING AGREEMENT WITH THE NEW YORK STATE ENVIRONMENTAL PROTECTION AND SPILL COMPENSATION FUND CONCERNING PETROLEUM CONTAMINATION AT TOWN OF JOHNSBURG TAX MAP PARCEL NO. 133.8-1-27	CONTRACT EXECUTED
423	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING AN INTERMUNICIPAL AGREEMENT WITH THE TOWN OF JOHNSBURG RELATIVE TO THE FUTURE SALE OF TAX MAP PARCEL NO. 133.8-1-27	IN PROGRESS

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
424	GOVERNMENTAL OPERATIONS & ADVOCACY (<i>PURCHASING</i>) - ADOPTING THE REVISED 2021 PURCHASING POLICY FOR WARREN COUNTY	
425	HEALTH SERVICES (<i>HEALTH SERVICES DIVISION</i>) - AUTHORIZING AGREEMENT WITH LAURA SULLIVAN TO PROVIDE OCCUPATIONAL THERAPY SERVICES FOR THE HEALTH SERVICES DEPARTMENT <i>RESOLUTION REVISED AFTER DISTRIBUTION</i>	CONTRACT EXECUTED
426	HEALTH SERVICES (<i>HEALTH SERVICES DIVISION</i>) - ACCEPTING DONATION FROM AN ANONYMOUS SOURCE IN MEMORY OF A PATIENT	
427	HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS AND THE WARREN COUNTY TREASURER TO EXECUTE AN APPLICATION FOR YOUTH PROGRAM FUNDS FROM THE NEW YORK STATE OFFICE OF CHILDREN & FAMILY SERVICES AS OUTLINED IN THE 2021 RESOURCE ALLOCATION PLAN	PLAN EXECUTED
428	HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - AUTHORIZING AGREEMENT WITH COUNCIL FOR PREVENTION OF ALCOHOL AND SUBSTANCE ABUSE, INC. FOR THE YOUTH COURT PROGRAM	CONTRACT EXECUTED
429	HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - AUTHORIZING AGREEMENTS BETWEEN WARREN COUNTY AND THE TOWNS OF WARREN COUNTY FOR REIMBURSEMENT OF A PORTION OF THE COSTS FOR RECREATIONAL PROGRAMS	CONTRACTS EXECUTED
430	PROPOSED SEPTIC INSPECTION AT TRANSFER - INTRODUCING PROPOSED LOCAL LAW NO. 7 OF 2021, ENTITLED "SEPTIC INSPECTION UPON TRANSFER", AND AUTHORIZING PUBLIC HEARINGS THEREON <i>AMENDED FROM THE FLOOR DURING THE BOARD MEETING</i>	

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
431	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - INTRODUCING PROPOSED LOCAL LAW NO. 8 OF 2021, ENTITLED "A LOCAL LAW AMENDING LOCAL LAW NO. 2 OF 2021 AND LOCAL LAW NO. 5 OF 2009, ESTABLISHING THE OFFICE OF EMERGENCY SERVICES FOR WARREN COUNTY", AND AUTHORIZING A PUBLIC HEARING THEREON	
432	PUBLIC SAFETY (<i>SHERIFF</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH NEMER CHRYSLER JEEP DODGE RAM, LLC FOR PROPRIETARY DEALER ONLY REPAIRS FOR VARIOUS DODGE, CHRYSLER AND JEEP MAKES AND MODELS (WC 38-21)	CONTRACT EXECUTED
433	PUBLIC SAFETY (<i>SHERIFF</i>) - AMENDING RESOLUTION NO. 329 OF 2021, AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY, TO CHANGE THE COMMENCEMENT DATE	CONTRACTS EXECUTED
434	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING MEMORANDUMS OF UNDERSTANDING WITH THE WARREN COUNTY SHERIFF'S OFFICE CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY	CONTRACT EXECUTED
435	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING THE NEW YORK STATE STOP-DWI FOUNDATION'S HIGH VISIBILITY ENGAGEMENT CAMPAIGN	CONTRACT EXECUTED
436	PUBLIC WORKS (<i>DPW</i>) - AUTHORIZING AN AGREEMENT WITH THE THURMAN VOLUNTEER FIRE DEPARTMENT FOR USE OF THE COUNTY MOTOR FUEL SYSTEM	CONTRACT EXECUTED
437	PUBLIC WORKS (<i>DPW</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH GALUSHA & SONS, LLC FOR HORICON AVENUE OVER FINKLE BROOK CULVERT/BRIDGE REPLACEMENT, TOWN OF BOLTON, WARREN COUNTY, NY (WC 31-21)	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
438	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH BARTON & LOGUIDICE FOR CONSULTANT SERVICES IN CONNECTION WITH CAPITAL PROJECT H384 CR 11 OVER FINKLE BROOK CULVERT REPLACEMENT, TOWN OF BOLTON, TO INCLUDE SUPPLEMENTAL AGREEMENT NO. 1 FOR THE DEPARTMENT OF PUBLIC WORKS	CONTRACT EXECUTED
439	PUBLIC WORKS (DPW) - AWARDING BID AND AUTHORIZING AGREEMENT WITH NORTHEAST PETROLEUM TECHNOLOGIES, INC. FOR FUEL MONITORING SYSTEM UPGRADE FOR WARREN COUNTY, NY (WC 48-21)	CONTRACT EXECUTED
440	TOURISM & OCCUPANCY TAX COORDINATION - AMENDING AGREEMENT WITH ADIRONDACK REGIONAL TOURISM COUNCIL, INC. FOR REGIONAL MARKETING SERVICES, TO INCREASE THE NOT TO EXCEED AMOUNT	CONTRACT EXECUTED
441	TOURISM & OCCUPANCY TAX COORDINATION - REVISING AND RE-ESTABLISHING CRITERIA FOR THE EXPENDITURE OF COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS	
442	TOURISM & OCCUPANCY TAX COORDINATION - AMENDING RESOLUTION NO. 391 OF 2021, AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES, TO AWARD FUNDING TO EVENTS TO A T	CONTRACT EXECUTED
443	TOURISM & OCCUPANCY TAX COORDINATION - AWARDING BID AND AUTHORIZING AGREEMENT WITH HUNDEN STRATEGIC PARTNERS FOR TOURISM CONSULTANT TO PROVIDE COMPETITOR MARKET DATA TO THE WARREN COUNTY TOURISM DEPARTMENT (WC 25-21)	CONTRACT EXECUTED
444	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (COUNTY ATTORNEY) - ACCEPTING SETTLEMENT WITH REGARD TO OPIOID LITIGATION	EXECUTED

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
445	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - AUTHORIZING WAIVING THE CO-PAY FOR TELEHEALTH SERVICES AND COVID-19 TESTING FOR THE 2021-2022 BENEFIT PLAN YEAR	
446	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - DELEGATING AUTHORITY TO CHAIR OF THE BOARD AND COUNTY ADMINISTRATOR TO ENTER INTO AGREEMENTS AND AUTHORIZE EXPENDITURES AS NECESSARY FOR AUTOPSY SERVICES, AS WELL AS FOR REMOVAL, TRANSPORT, FORENSIC MEDICAL SERVICES FEES AND MORGUE FACILITY USE FEES	CONTRACT EXECUTED
447	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE OFFICE OF CLIMATE CHANGE FOR THE 2021 ZERO-EMISSION VEHICLE INFRASTRUCTURE GRANTS FOR MUNICIPALITIES PROGRAM	
448	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - INTRODUCING PROPOSED LOCAL LAW NO. 9 OF 2021, ENTITLED "A LOCAL LAW REAPPORTIONING THE WEIGHTED VOTE THE WARREN COUNTY BOARD OF SUPERVISORS AMONGST TWENTY (20) MEMBERS", AND AUTHORIZING PUBLIC HEARING THEREON	
449	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - INTRODUCING PROPOSED LOCAL LAW NO. 10 OF 2021, ENTITLED "A LOCAL LAW REAPPORTIONING THE WEIGHTED VOTE OF THE WARREN COUNTY BOARD OF SUPERVISORS AMONGST TWENTY-ONE (21) MEMBERS", AND AUTHORIZING PUBLIC HEARING THEREON <i>RESOLUTION FAILED</i>	
450	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - APPOINTING MEMBERS TO THE WARREN COUNTY BOARD OF ETHICS	

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
451	FINANCE (<i>AIRPORT</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT RESERVE TO THE DEPARTMENT OF PUBLIC WORKS BUDGET TO COVER THE LOCAL MATCH OF FEDERAL AVIATION ADMINISTRATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION GRANTS FOR CAPITAL PROJECT H403, REHAB AIRFIELD TAXIWAY LIGHTING SYSTEMS; AMENDING 2021 WARREN COUNTY BUDGET	
452	FINANCE (<i>AIRPORT</i>) - INCREASING CAPITAL PROJECT NO. H403, REHABILITATION OF AIRFIELD TAXIWAY LIGHTING SYSTEM - DESIGN; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	
453	FINANCE (<i>COUNTY ADMINISTRATOR</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS, COUNTY ROAD UNAPPROPRIATED SURPLUS AND ROAD MACHINERY UNAPPROPRIATED SURPLUS TO VARIOUS DEPARTMENTAL BUDGETS; AMENDING 2021 WARREN COUNTY BUDGET	
454	FINANCE (<i>DPW</i>) - INCREASING CAPITAL PROJECT NO. H384, CR 11 OVER FINKLE BROOK CULVERT REPLACEMENT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING 2021 WARREN COUNTY BUDGET	
455	FINANCE (<i>INFORMATION TECHNOLOGY</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS; AMENDING 2021 WARREN COUNTY BUDGET	
456	FINANCE (<i>OFFICE OF COMMUNITY SERVICES</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE MENTAL HEALTH BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	

RESOLUTION TRACKING REPORT
OCTOBER 15, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
457	FINANCE (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - ESTABLISHING COMMUNITY DEVELOPMENT FUND CD 77 COUNTRYSIDE CARES ACT; AUTHORIZING TRANSFER OF FUNDS AND AMENDING WARREN COUNTY BUDGET FOR 2021	
458	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - RESOLUTION SETTING PUBLIC HEARING ON WARREN COUNTY SEWER DISTRICT (INDUSTRIAL PARK) ASSESSMENT ROLL <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION REQUEST PROCESS</i>	
459	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - ADOPTING EQUALIZATION RATES FOR MUNICIPALITIES IN WARREN COUNTY FOR 2021 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION REQUEST PROCESS</i>	
460	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - RELATING TO UNPAID SCHOOL TAXES <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION REQUEST PROCESS</i>	

RESOLUTION NOS. 414-460 WERE DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED TO THE WARREN COUNTY WEBSITE ON TUESDAY OCTOBER 12, 2021

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
STE	ESTIMATE OF SALES TAX	
MTR02	MORTGAGE TAX REPORT	
PR29	PROCLAMATION - ALZHEIMER'S AWARENESS MONTH	
PR30	PROCLAMATION - PANCREATIC CANCER AWARENESS MONTH	
PR31	PROCLAMATION - DIABETES AWARENESS MONTH	
PR32	PROCLAMATION - APPRENTICESHIP WEEK	
PR33	PROCLAMATION - GRATITUDE MONTH	
465	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	
466	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	
467	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING AGREEMENT WITH GREATER GLENS FALLS TRANSIT TO PROVIDE TRANSPORTATION TO CLIENTS FOR NECESSARY COURT APPEARANCES, COURT MANDATED APPOINTMENTS, ETC. FOR THE PUBLIC DEFENDER'S OFFICE	CONTRACT WITH COMPANY
468	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING AGREEMENTS WITH VARIOUS TAXI/TRANSPORTATION SERVICES TO PROVIDE TRANSPORTATION TO CLIENTS FOR NECESSARY COURT APPEARANCES, COURT MANDATED APPOINTMENTS, ETC. FOR THE PUBLIC DEFENDER'S OFFICE	
469	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - RESCINDING RESOLUTION NO. 203 OF 2021, WHICH AUTHORIZED AN AGREEMENT WITH QUEENSBURY TAXI TO PROVIDE TRANSPORTATION TO CLIENTS FOR NECESSARY COURT APPEARANCES, COURT MANDATED APPOINTMENTS, ETC, FOR THE PUBLIC DEFENDER'S OFFICE, DUE TO LACK OF NECESSARY INSURANCE	

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
470	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>)-AUTHORIZING AGREEMENT WITH CITY OF GLENS FALLS FOR THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT TO PROVIDE GIS SERVICES RESOLUTION TABLED	
471	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>)- AUTHORIZING A CONTENT PARTNERSHIP WITH CLIFF & REDFIELD INTERACTIVE TO PRODUCE ARTICLES AND CONTENT AIMED AT HIGHLIGHTING THE FIRST WILDERNESS CORRIDOR	IN PROGRESS
472	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING THE COUNTY AUDITOR TO APPROVE NEW YORK STATE REAL PROPERTY TAX LAW CORRECTION OF ERRORS AND/OR APPLICATIONS FOR REFUNDS	
473	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING CONVEYANCES OF LANDS OFFERED AT PUBLIC AUCTION HELD ON OCTOBER 16, 2021, DISPOSING OF CERTAIN LANDS ACQUIRED BY WARREN COUNTY PURSUANT TO THE REAL PROPERTY TAX FORECLOSURE ACTION <i>RESOLUTION AMENDED FROM THE FLOOR</i>	
474	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING CONVEYANCES OF LAND OFFERED AT ON-LINE PUBLIC AUCTION HELD FROM OCTOBER 1, 2021 TO OCTOBER 25, 2021, DISPOSING OF CERTAIN LANDS ACQUIRED BY WARREN COUNTY PURSUANT TO THE REAL PROPERTY TAX FORECLOSURE ACTION RESOLUTION FAILED	

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
475	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - RESCINDING RESOLUTION NO. 406 OF 2021, WHICH AUTHORIZED THE APPROPRIATION OF FUNDS FROM THE ENVIRONMENTAL TESTING RESERVE FUND TO THE REAL PROPERTY TAX SERVICES BUDGET TO PAY ATLANTIC TESTING LABORATORIES FOR A DESIGN PLAN FOR THE ASBESTOS AND LEAD ABATEMENT OF THE MOSHER'S GARAGE FOR THE TOWN OF JOHNSBURG TAX MAP PARCEL NO. 133.8-1-27; AMENDING 2021 WARREN COUNTY BUDGET, AS THE FUNDING IS NO LONGER NEEDED	
476	GOVERNMENTAL OPERATIONS & ADVOCACY - INTRODUCING PROPOSED LOCAL LAW NO. 10 OF 2021, ENTITLED "A LOCAL LAW OF THE COUNTY OF WARREN, NEW YORK, REPEALING LOCAL LAWS 3 OF 2015, 2 OF 2016 AND 3 OF 2016 AND PROHIBITING THE USE AND SALE OF SPARKLING DEVICES IN WARREN COUNTY", AND AUTHORIZING PUBLIC HEARINGS THEREON <i>RESOLUTION AMENDED FROM THE FLOOR</i>	
477	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AUTHORIZING AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH/HEALTH RESEARCH INSTITUTE FOR GRANT FUNDING AWARDED UNDER THE PUBLIC HEALTH CORPS FELLOWSHIP PROGRAM TO BUILD THE PUBLIC HEALTH WORKFORCE AND INFRASTRUCTURE	WAITING FOR AGREEMENT FROM HRI
478	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AUTHORIZING AGREEMENT WITH HUDSON HEADWATERS HEALTH NETWORK TO BE A SUBCONTRACTOR AND SUB-RECIPIENT OF THE NEW YORK STATE DEPARTMENT OF HEALTH/HEALTH RESEARCH INSTITUTE PUBLIC HEALTH CORPS FELLOWSHIP PROGRAM IN ACCORDANCE WITH GRANT REQUIREMENTS TO PERFORM THE REQUIRED DELIVERABLES AND RECEIVE FUNDING	CONTRACT CANNOT BE WRITTEN UNTIL AGREEMENT WITH HRI IS RECEIVED

RESOLUTION TRACKING REPORT
 NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
479	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - FURTHER AMENDING RESOLUTION NO. 122 OF 2019, WHICH AMENDED AN AGREEMENT WITH ZIRMED, INC. FOR THE PURPOSE OF VERIFYING INSURANCES BEFORE BILLING TO EXPEDITE CLAIMS WITHOUT DENIALS AND TO INCREASE RATES AND CHANGE CONTRACT TERMS FOR THE HOME CARE DIVISION, TO FURTHER INCREASE RATES AND CHANGE RENEWAL TERMS	CONTRACT EXECUTED
480	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AMENDING RESOLUTION NO. 455 OF 2016, WHICH AUTHORIZED THE CHAIR OF THE BOARD OF SUPERVISORS OR THE DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES TO ENTER INTO AND EXECUTE AGREEMENTS WITH VARIOUS VENDORS OR CONTRACTORS REGARDING SERVICES REQUIRED FROM TIME TO TIME BY THE HEALTH SERVICES DEPARTMENT, SUBJECT TO CERTAIN CONDITIONS, TO INCREASE THE NOT TO EXCEED AMOUNT, CHANGE THE CONTRACT RENEWAL TERMS AND INCLUDE MINOR AMENDMENTS TO REFLECT NECESSARY VERBIAGE CHANGES OR CHANGE IN REGULATION	
481	HUMAN SERVICES (<i>COUNTRYSIDE ADULT HOME</i>) - AUTHORIZING EXTENSION OF AGREEMENT WITH ACTION SEPTIC SERVICE TO PROVIDE INSPECTION, CLEANING AND REPAIR OF KITCHEN AND LAUNDRY SEWER LINES AND ANY OTHER ADDITIONAL SEWER LINES AT COUNTRYSIDE ADULT HOME	CONTRACT EXECUTED
482	PUBLIC SAFETY (<i>SHERIFF</i>) - AMENDING AGREEMENT WITH QUEENSBURY UNION FREE SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE QUEENSBURY SCHOOL DISTRICT, TO INCREASE THE NOT TO EXCEED AMOUNT	CONTRACT WITH SCHOOL

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
483	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES TO ESTABLISH AN ESCROW ACCOUNT TO PAY FOR CRIMINAL HISTORY RECORD SEARCHES ASSOCIATED WITH CIVIL FINGERPRINT PROCESSING FOR PISTOL PERMIT APPLICATIONS, WHEN REQUESTED BY THE WARREN COUNTY SHERIFF'S OFFICE	CONTRACT EXECUTED
484	PUBLIC WORKS (<i>DPW</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH ATLANTIC TESTING LABORATORIES FOR PERIODIC ASBESTOS AND LEAD CONSULTING SERVICES (WC 51-21)	CONTRACT EXECUTED
485	PUBLIC WORKS (<i>DPW</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH VARIOUS BIDDERS FOR COLD MILLING (WC 53-21)	CONTRACTS EXECUTED
486	PUBLIC WORKS (<i>DPW</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH TOWN & COUNTY BRIDGE AND RAIL, INC. FOR CONSTRUCTION, RECONSTRUCTION OF GUIDE RAILING, POSTS AND COMPONENT PARTS (WC 54-21)	CONTRACT EXECUTED
487	PUBLIC WORKS (<i>DPW</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH ROZELL EAST, INC. TO PROVIDE CRANE SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS (WC 59-21)	CONTRACT EXECUTED
488	PUBLIC WORKS (<i>DPW</i>) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR JOHNSBURG BRIDGE (GLEN CREEK ROAD AND DIPPIKILL ROAD OVER GLEN CREEK) REPLACEMENTS, TOWN OF JOHNSBURG	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
489	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH CREIGHTON MANNING ENGINEERING FOR CONSULTANT SERVICES IN CONNECTION WITH CAPITAL PROJECT H393 JOHNSBURG BRIDGES (GLEN CREEK ROAD & DIPPIKILL ROAD OVER GLEN CREEK), TOWN OF JOHNSBURG, TO INCLUDE SUPPLEMENTAL AGREEMENT NO. 1 FOR THE DEPARTMENT OF PUBLIC WORKS	CONTRACT EXECUTED
490	PUBLIC WORKS (DPW) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE MIDDLETON BRIDGE OVER SCHROON RIVER PROJECT, TOWNS OF BOLTON, CHESTER, HORICON & WARRENSBURG	CONTRACT EXECUTED
491	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH FOIT-ALBERT ASSOCIATES, PC FOR ENGINEERING SERVICES AND RIGHT-OF-WAY INCIDENTALS IN CONNECTION WITH THE REPLACEMENT OF THE MIDDLETON BRIDGE OVER SCHROON RIVER PROJECT TO INCLUDE SUPPLEMENTAL AGREEMENT NO. 2 FOR THE DEPARTMENT OF PUBLIC WORKS	CONTRACT EXECUTED
492	TOURISM & OCCUPANCY TAX COORDINATION - AUTHORIZING EXTENSION OF AGREEMENT WITH LAKE PLACID ADVERTISERS WORKSHOP, INC. TO PROVIDE BROADCAST AND DIGITAL MEDIA BUYING SERVICES FOR THE TOURISM DEPARTMENT (WC 45-20) <i>RESOLUTION AMENDED FROM THE FLOOR</i>	CONTRACT EXECUTED
493	TOURISM & OCCUPANCY TAX COORDINATION - RESCINDING RESOLUTION NO. 389 OF 2021, WHICH AWARDED BID AND AUTHORIZED AN AGREEMENT WITH WALSWORTH PUBLISHING COMPANY, INC. FOR PRINTING OF THE 2022 WARREN COUNTY TRAVEL GUIDE (WC 45-21) FOR THE TOURISM DEPARTMENT, DUE TO SUPPLY CHAIN SHORTAGE	

RESOLUTION TRACKING REPORT
 NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
494	TOURISM & OCCUPANCY TAX COORDINATION - AMENDING RESOLUTION NO. 229 OF 2021, AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES, TO AUTHORIZE AGREEMENTS AND FUNDING TO THE LAKE GEORGE WINTERFEST AND THE ADIRONDACK CHRISTKINDLMARKT	CHRISTKINDLMARKT EXECUTED STILL NEED INSURANCE FROM WINTERFEST
495	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	
496	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (CLERK OF THE BOARD) - RESOLUTION AUTHORIZING REIMBURSEMENTS FOR MILEAGE AND OUT-OF-POCKET EXPENSES TO COUNTY CORONERS	
497	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (CIVIL SERVICE) - AUTHORIZING AGREEMENT WITH STANDARD MEDICAL SERVICES, A DIVISION OF MOUNTAIN MEDICAL SERVICES, PLLC TO PROVIDE MEDICAL EXAMINATIONS FOR POLICE AND PATROL OFFICER CANDIDATES	WAITING FOR INSURANCE
498	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - ADOPTING AMENDED WARREN COUNTY INTERN POLICY	
499	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - ADOPTING REVISED OUT-OF-UNIT EMPLOYEE BENEFITS POLICY FOR WARREN COUNTY	
500	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - ESTABLISHING THE PROCEDURE FOR REIMBURSEMENT OF COSTS OF ASSOCIATED WITH EMPLOYMENT RELATED EDUCATIONAL/PROFESSIONAL TRAINING, CERTIFICATION (INCLUDING NON-CREDIT BEARING CERTIFICATIONS) AND CREDIT-BEARING COURSE WORK, THAT PROVIDES BENEFIT TO WARREN COUNTY	

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
501	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>INFORMATION TECHNOLOGY</i>) - AUTHORIZING AGREEMENT WITH SPECTRUM ENTERPRISE FOR POINT-TO-POINT CONNECTION FOR THE DEPARTMENT OF PUBLIC WORKS ADMINISTRATION BUILDING AND THE OFFICE OF EMPLOYMENT AND TRAINING ADMINISTRATION FOR THE INFORMATION TECHNOLOGY DEPARTMENT	CONTRACT EXECUTED
502	FINANCE (<i>COUNTY FACILITIES</i>) - ESTABLISHING CAPITAL PROJECT NO. H406, COUNTRYSIDE ADULT HOME 2021 CAPITAL IMPROVEMENTS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	
503	FINANCE (<i>COUNTY TREASURER</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH DRESCHER & MALECKI, LLP FOR 2021, 2022 AND 2023 ANNUAL SINGLE AUDITS FOR THE WARREN COUNTY TREASURER’S OFFICE (WC 58-21)	CONTRACT EXECUTED
504	FINANCE (<i>COUNTY TREASURER</i>) - AUTHORIZING THE COUNTY TREASURER TO COMPLETE A PROPERTY TAX SETTLEMENT FOR ELEVEN (11) PARCELS OWNED BY NORTHWEST BAY PARTNERS, LTD, TOWN OF BOLTON, WARREN COUNTY RESOLUTION WITHDRAWN	
505	FINANCE (<i>DPW</i>) - INCREASING CAPITAL PROJECT NO. H278, MIDDLETON BRIDGE OVER SCHROON RIVER; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING 2021 WARREN COUNTY BUDGET	
506	FINANCE (<i>DPW</i>) - INCREASING CAPITAL PROJECT NO. H393, JOHNSBURG BRIDGES (GLEN CREEK ROAD & DIPPIKILL ROAD OVER GLEN CREEK); AUTHORIZING TRANSFER OF FUNDS; AND AMENDING 2021 WARREN COUNTY BUDGET	

RESOLUTION TRACKING REPORT
 NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
507	FINANCE (<i>INFORMATION TECHNOLOGY</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS; AMENDING 2021 WARREN COUNTY BUDGET	
508	FINANCE (<i>TOURISM</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	
509	PROPOSED SEPTIC INSPECTION AT TRANSFER - ENACTING LOCAL LAW NO. 7 OF 2021, ENTITLED "SEPTIC INSPECTION UPON TRANSFER" RESOLUTION WITHDRAWN	
510	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - ENACTING LOCAL LAW NO. 8 OF 2021, ENTITLED "A LOCAL LAW AMENDING LOCAL LAW NO. 2 OF 2021, ESTABLISHING THE OFFICE OF EMERGENCY SERVICES FOR WARREN COUNTY"	
511	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - ENACTING LOCAL LAW NO. 9 OF 2021, ENTITLED "A LOCAL LAW REAPPORTIONING THE WEIGHTED VOTE OF THE WARREN COUNTY BOARD OF SUPERVISORS AMONGST TWENTY (20) MEMBERS"	
512	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - APPROVING AND ADOPTING THE WARREN COUNTY SEWER DISTRICT (INDUSTRIAL PARK) ASSESSMENT ROLL FOR 2022	
513	BUDGET COMMITTEE - ADOPTING BUDGET FOR FISCAL YEAR 2022	
514	BUDGET COMMITTEE - MAKING APPROPRIATIONS FOR THE CONDUCT OF COUNTY GOVERNMENT FOR THIS FISCAL YEAR 2022 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION REQUEST PROCESS</i>	

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
515	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - ADOPTING SALARY AND COMPENSATION PLAN FOR 2022 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION REQUEST PROCESS</i>	
516	BUDGET COMMITTEE - LEVYING TAX - CITY OF GLENS FALLS - 2022 <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION REQUEST PROCESS</i>	
517	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - INTRODUCING PROPOSED LOCAL LAW NO. 1 OF 2022, ENTITLED "A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS AND EMPLOYEES OF WARREN COUNTY" AND AUTHORIZING PUBLIC HEARING THEREON <i>STANDARD ANNUAL RESOLUTION - AUTHORIZED THROUGH OUT-OF-COMMITTEE RESOLUTION REQUEST PROCESS</i>	
518	SUPERVISORS MCDEVITT AND DRISCOLL - WAIVING THE RULES OF THE BOARD REQUIRING THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING REGARDING AMENDING RESOLUTION NO. 367 OF 2021, AUTHORIZING AGREEMENT WITH QUADRANT BIOSCIENCES, INC. TO PROVIDE LABORATORY SERVICES TO FACILITATE COVID TESTING TO SUPPORT SCHOOLS AND HELP TO MAINTAIN IN PERSON INSTRUCTION, TO CHANGE CERTAIN TERMS AND CONDITIONS	
519	SUPERVISORS MCDEVITT AND HOGAN - AMENDING RESOLUTION NO. 367 OF 2021, AUTHORIZING AGREEMENT WITH QUADRANT BIOSCIENCES, INC. TO PROVIDE LABORATORY SERVICES TO FACILITATE COVID TESTING TO SUPPORT SCHOOLS AND HELP TO MAINTAIN IN PERSON INSTRUCTION, TO CHANGE CERTAIN TERMS AND CONDITIONS	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
NOVEMBER 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
520	SUPERVISORS HOGAN AND DICKINSON - WAIVING THE RULES OF THE BOARD REQUIRING THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING REGARDING AUTHORIZING THE COUNTY TREASURER TO REFUND THE DEPOSIT SUBMITTED FOR A PARCEL OFFERED AT PUBLIC AUCTION	
521	SUPERVISORS DICKINSON AND HOGAN - AUTHORIZING THE COUNTY TREASURER TO REFUND THE DEPOSIT SUBMITTED FOR A PARCEL OFFERED AT PUBLIC AUCTION	
EA01	REPORT OF EQUALIZATION AND APPORTIONMENT OF COUNTY TAX LEVY	

RESOLUTION NOS. 465-517 WERE DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED TO THE WARREN COUNTY WEBSITE ON MONDAY NOVEMBER 15, 2021 WHICH MET THE DEADLINE SPECIFIED IN THE RULES OF THE BOARD

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Probation Department

DATE: 1/24/2022

- (a) Purpose of Request: **To Amend 2022 County Salary schedule to reflect change in Probation-Per Diem \$3,000 wording to Probation - IID/Transfer Monitoring Stipend \$3000 with a 1/3/2022 effective date.**
- (b) Details: **Per Diem is in incorrect description and should be termed stipend**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.3140.110 Probation - Salaries**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Office of Emergency Services****DATE: January 24, 2022**

- (a) Employee Name, Title and Employee No.: **Scott Purdy, Building Maintenance Helper
Employee #12963**
- (b) Current Annual Base Salary (and Grade if Applicable): **\$5,279**
- (c) Former Annual Base Salary (and Grade if Applicable):
- (d) Effective Date for Salary Change:* **February 18, 2022**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
Requesting transfer from Contingent Account
- (f) Justification of Request:
**Salary did not automatically increment as he is an Out-of-Unit employee.
Requesting 3% increase from \$5,279 to \$5,437 effective upon Board approval.**

RESOLUTION REQUEST FORM NO. 20

Miscellaneous

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Sheriff

DATE: January 24, 2021

- (a) **Purpose of Request:** Approval for four (4) full-time contingent permanent civil service Correction Officer positions.
- (b) **Details:** As a result of extended active duty military orders the Warren County Correctional Facility's staffing has been reduced below minimum requirements for several consecutive years. Correction Officers out of work for extended time periods on military orders do not receive their annual salaries from the Sheriff's Office, but staffing vacancies are created that currently can not be filled.

The Warren County Table of Organization has 76 full-time Correction Officer positions. These are all Board approved and fully funded permanent civil service positions. This request is for four (4) additional contingent positions that could be utilized to fill vacancies created by employees who are out of work on extended active duty military orders.

The contingent positions could only be utilized to backfill a permanent civil service Correction Officer vacancy created by military orders. All contingent appointments must be vacated immediately upon the permanent employees return.

Each contingent appointment would require prior approval from the Warren County Personnel Officer, but Board approval would not be required. No additional funding will be required.

- (c) **Previous Resolution Number:** N/A
- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:**

A.3150 110 General Sheriff's Correction Division - Salaries - Regular

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**Miscellaneous**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Sheriff

DATE: January 27, 2022

- (a) **Purpose of Request:** Delete Patrol Officer - Part Time position.

- (b) **Details:** A Patrol Officer - Part Time position was created on 05/21/2021 to process civil fingerprints for the Sheriff's Office. The position will not be utilized and should be deleted.

- (c) **Previous Resolution Number:** 188 of 2021

- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:**

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: Sheriff

DATE: January 24, 2022

- (a) **Title of Requested Position:** Patrol Sergeant #12
- (b) **Annual Base Salary (and Grade of Applicable):** \$84,503
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

Sergeant Civil Law Enforcement (\$78,046)

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary **BEFORE** bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Sergeant #12 Base Salary of Position: \$84,503 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement, Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other - Creation
Employee No./Last Name: Date of Vacancy: 01/29/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initiated. 1/10/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date 1/24/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/25/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature M. Beraci authorized via email Date 1/25/22

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Health Services

DATE: January 24, 2022

- (a) Purpose of Request: **To authorize per diem call in rate for Director of Public Health and Assistant Director of Public Health of \$350/day for Saturdays and Sundays worked, effective January 1, 2022**
- (b) Details: **During budget this rate was discussed as provision that is requested to cover weekends as needed for covid response and future needs. During the pandemic, there has not been a provision to pay the Director or Assistant Director of Public Health for weekend days worked or after hours. The work has far exceeded the general expectations of a salaried employee. For 2022, as some responsibilities have already shifted to NYS, we estimate up to 15 weekends or a total of \$21,000 in addition to \$5,386 fringe, for a total of \$26,386. This expense is anticipated to be covered by State Aid at 36% (\$7,560). The additional \$18,826 is being transferred from CHHA to cover the difference. We are hoping the need for this this is winding down, but provision must be in place, not knowing what the future holds.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.4018.110 Preventive Program Full Time Salaries**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 1/24/22**

- (a) Title of Requested Position: **Principal Account Clerk - Grade 10**
- (b) Annual Base Salary (and Grade if Applicable): **\$40,784**
- (c) Effective Date for New Position:* **2/22/22**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Senior Support Investigator #2 - Grade 11 - Base Salary \$41,425
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
 Title of Position: Principal Account Clerk # TBD Base Salary of Position: \$40,784 Grade: 10
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other CREATION
 Employee No./Last Name: _____ Date of Vacancy: 2/22/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 2/11/22
 Human Resources Director has approved this form when initialed. JF/NB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bernie Dussally Date 01/24/2022

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk - DMV

DATE: 1/20/22

- (a) Title of Requested Position: **Senior Motor Vehicle Examiner**
- (b) Annual Base Salary (and Grade if Applicable): **\$ 40,784 Grade 10**
- (c) Effective Date for New Position: * **2/22/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Principal Account Clerk - Gr 10 - Base Salary \$ 40,784, current \$ 52,519
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1410 110 Fulltime Salaries - 2022 Salary Schedule \$ 52,519
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
County DMVs are required to place appropriate staffing to administer and process all duties assigned to a county DMV- financial; accounting, supervisory, transaction processing.
- (h) Is there expected revenue from this position? If so, please explain:
Warren County retains 12.7% in revenue based on DMV transactions, sales tax retention. 2021 revenue generated at the Warren Co. DMV - \$ 550,000 from 61,000 transactions. In addition, Warren Co. collected an additional \$ 450,000 from Warren County Use Tax.

DRAFT- 1/20/22
SENIOR MOTOR VEHICLE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for assisting in the operation of the Motor Vehicle Bureau and for maintaining the financial records for all transactions in the bureau. Duties include oversight of the activities of the Motor Vehicle Bureau in the absence of the Motor Vehicles Supervisor or supervises the operation of a satellite motor vehicle office. Duties require the auditing of all monetary functions of the bureau and demand a thorough understanding of all phases of bureau operation. Work is performed under the general supervision of the Motor Vehicle Supervisor with considerable leeway allowed for the use of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the activities of employees engaged in processing license applications, issuing license plates and registrations;
Accounts for monies received in the bureau;
Maintains financial accounts and records;
Makes suggestions on improving methods and procedures and assists in their installation;
Assists in training new employees;
Prepares periodic financial reports on activities of the bureau;
Assists applicants in the proper completion of forms and answers requests for information;
Prepares a variety of financial and statistical reports;
Uses computer applications or other automated systems in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;
Good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software;
Good knowledge of modern office terminology, procedures, equipment and business English;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;
Ability to communicate effectively both orally and in writing;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to deal effectively with the public.

MINIMUM QUALIFICATIONS: Either:

- (a) Associate's degree; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of account keeping, business or clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No: 15
Title of Position: Senior MV Examiner #3 Base Salary of Position: 40,784 Grade: 10
Filling at Step # (If Known): 13
Budget code and title: A.1410 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: n/a Date of Vacancy: n/a
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal [] State [] Other [] % All DMV generates fund for WC

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 1/20/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislative, Rules & Governmental Operations
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 1-29-22

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Treasurer****DATE: January 25, 2022**

- (a) Employee Name, Title and Employee No.: **Heidi LeClair, Payroll Supervisor, #11444**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$65,751, Out of Bargaining Unit**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **Base (Entry) - \$50,384, Grade 18. Actual salary is \$61,416.**
- (d) Effective Date for Salary Change:* **January 3, 2022, Board approved removal from union on 12/17/2021.**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1990 469 - Contingent Account - \$5,447 (includes fringe)
- (f) Justification of Request: **This position is responsible for overseeing the processing of a \$40 million payroll and reviewing the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.**

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: **Treasurer**

DATE: **January 25, 2022**

- (a) Employee Name, Title and Employee No.: **Morgan Chapman, Payroll Technician, #13431**
- (b) Current Annual Base Salary (and Grade if Applicable): ~~\$50,262~~, ^{47,417} Out of Bargaining Unit
- (c) Former Annual Base Salary (and Grade if Applicable): **Base (Entry) - \$40,784, Grade 10. Actual salary is \$41,412.**
- (d) Effective Date for Salary Change:* **January 3, 2022, Board approved removal from union on 12/17/2021.**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1990 469 - Contingent Account - ~~\$10,456~~ (includes fringe).
^{7,095}
- (f) Justification of Request: **This position provides administrative support to the Payroll Supervisor for a \$40 million payroll, serves as back up to the Payroll Supervisor in her absence and reviews the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.**

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: County Administrator****DATE: 2/3/2022**

- (a) Title of Requested Position: **Messenger #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$34,488 (Grade 6)**
- (c) Effective Date for New Position:* **2/21/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Messenger (will be deleted 3/6/2022 upon retirement of current employee) \$43,867 (Grade 6 with longevity)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.1670 110 Mail Room - Salaries Regular**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Mail Room Payroll Dept. No: _____
 Title of Position: Messenger #2 Base Salary of Position: \$34,488 Grade: 6
 Filling at Step # (If Known): _____
 Budget code and title: A.1670 110 Mail Room, Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: new create Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: County Administrator (Mail Room)

DATE: 2/3/2022

- (a) Purpose of Request:
To create Temp Help line within Mail Room budget

- (b) Details:
To allow for cross training of new employee

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
From TBD
To A.1670 130 Mail Room, Salaries - Part Time \$15,000

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW, Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Cleaner #12 Base Salary of Position: \$29735 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 DPW/General Buildings Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13229/Tabano Date of Vacancy: 01/24/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] Other LABOR
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RW 1/13/22
Human Resources Director has approved this form when initialed. AG 1/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/13/22

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 1/25/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTIONDepartment: Countryside Adult Home Payroll Dept. No: 42.00Title of Position: Cook Manager Base Salary of Position: \$33,076 Grade: 5

Filling at Step # (If Known): _____

Budget code and title: Salaries- A6030 110 Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No./Last Name: [REDACTED] Date of Vacancy: 1/29/2022Is this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal _____% State 50% Other _____%**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL** Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION The Administrator has no objection to the filling of the vacancy. The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION The Budget Officer has no objection to the filling of the vacancy. The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

 The committee has no objection to the filling of the vacancy. The committee objects to the filling of the vacancy. In the case of an emergency, Committee Chair has no objection to the filling of the vacancy. In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No: 15
Title of Position: MV Lic/Reg Clerk # 8 Base Salary of Position: \$ 37,918 Grade: 8
Filling at Step # (If Known):
Budget code and title: A.1410 110 Fulltime Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 11443/Conway Date of Vacancy: 2/22/2022
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal [] State [] Other [] DMVs fund Warren Co.

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [initials] 1/20/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [signature] Date 1/20/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [signature] Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Legislative, Rules + Governmental Operations
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [signature] Date 1-24-22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: 24 | A.1680
Title of Position: Cybersecurity and Network Analyst Base Salary of Position: \$67,533 Grade:
Filling at Step # (If Known):
Budget code and title: A.1680 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 1/1/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 12/6/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 12/6/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 12/7/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Claudia Braymer Date 12/7/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Senior Account Clerk Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Promotion
Employee No./Last Name: 13202/Clarke Date of Vacancy: 12/9/21
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring: [Signature] 1/11/22

Human Resources Director has approved this form when initialed. [Signature] 1/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/11/22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Criminal Justice and Public Safety

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 01/24/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
 Title of Position: MEO (M) #9 Base Salary of Position: \$39246 Grade: 9
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 MEO (M) #9 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 10070/Monroe Date of Vacancy: 03/26/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. RW 1/13/22
 Human Resources Director has approved this form when initialed. AP 1/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 1/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature [Signature] Date 1/25/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #3 Base Salary of Position: \$36414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #3 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 13332/Cameron L Date of Vacancy: 12/20/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/13/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 1/25/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: \$36414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #13 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13451/Cameron W Date of Vacancy: 12/02/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/21/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 1/25/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #27 Base Salary of Position: \$36414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #27 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: 13533/Hart Date of Vacancy: 08/28/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/21/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 1/25/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer #62 Base Salary of Position: \$44,735 (1st Yr) Grade:
Filling at Step # (If Known): \$45,854 (2022)
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #8883/Howse Date of Vacancy: 01/29/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date 1/11/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date 01/24/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.09
Title of Position: Communications Officer #20 Base Salary of Position: \$47,299 (1st Year) Grade:
Filling at Step # (If Known):
Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13375/Crispell Date of Vacancy: 01/24/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 1/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/11/22

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 01/24/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.09
Title of Position: Senior Communications Officer #3 Base Salary of Position: \$58,448 (5th Year) Grade:
Filling at Step # (If Known):
Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10322/Wells, John Date of Vacancy: 01/17/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
 Title of Position: Intake Clerk #4 Base Salary of Position: \$30,983 Grade: 4
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Johnson / 13393 Date of Vacancy: 10.27.21
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO's 12/21/21
 Human Resources Director has approved this form when initialed. NS 12/21/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 12/21/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature verbally approved by F. Thomas Date 12/21/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Bennet P. Dunsally Date 12/21/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: Social Welfare Examiner #17 Base Salary of Position: \$37,918 Grade: 8
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Gonnally/9984 Date of Vacancy: 1/10/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. JCF/HB/20
Human Resources Director has approved this form when initialed. JF/NB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 01/24/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #15 Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Vachon/13530 Date of Vacancy: 1/31/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. JF/NS 1/18/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Intake Clerk #8 Base Salary of Position: \$31,789 Grade: 4
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: Johnson/13393 Date of Vacancy: 2/4/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 1/18/22
Human Resources Director has approved this form when initiated. [Signature] JF/NB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Bennett A. Dussoll Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
 Title of Position: Medicaid Clerk #3 Base Salary of Position: \$33,076 Grade: 5
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: Licari/13148 Date of Vacancy: 2/4/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. Rev 1/18/22
 Human Resources Director has approved this form when initialed. JF/NS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Bennett F. Dussall Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
 Title of Position: Social Welfare Examiner #38 Base Salary of Position: \$37,918 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other LATERAL
 Employee No./Last Name: Rheel/10825 Date of Vacancy: 2/4/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature]
 Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
Title of Position: Secretary - Legal Base Salary of Position: \$31,789 Grade: 4
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: Quagliana/13249 Date of Vacancy: 1/10/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. JF/NB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennett F. Duvall Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
Title of Position: Senior Account Clerk #6 Base Salary of Position: \$40,784 \$36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: Murray/12227 Date of Vacancy: 2/22/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. JF/NB
Human Resources Director has approved this form when initialed. JF/NB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
 Title of Position: Support Investigator #4 Base Salary of Position: \$37,918 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: Λ6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: Missita/12433 Date of Vacancy: 1/4/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. For Missita
 Human Resources Director has approved this form when initialed. JF/NB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
 Title of Position: Social Welfare Examiner #31 Base Salary of Position: \$37,918 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: Cameron/10177 Date of Vacancy: 2/16/21
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 201/11/22
 Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/19/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennett F. Ousby Date 01/24/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Veterans' Services Payroll Dept. No: 55.00

Title of Position: Van Driver #1 Base Salary of Position: 13.9335/hr Grade: 02

Filling at Step # (If Known): _____

Budget code and title: A.6510 130 Salaries - Part Time Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No./Last Name: 11734/Ronald Johnson & 12215/Ronald Service Date of Vacancy: 10/30/2021 & 9/9/2021

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 10/29/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/29/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/2/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennett R. Dussault Date 12/27/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Veterans' Services Payroll Dept. No: 55.00
 Title of Position: Van Driver ~~#1~~ #2 Base Salary of Position: 13.9335/hr Grade: 02
 Filling at Step # (If Known): _____
 Budget code and title: A.6510 130 Salaries - Part Time Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 11734/Ronald Johnson & 12215/Ronald Service Date of Vacancy: 10/30/2021 & 9/9/2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 200/10/29/21
 Human Resources Director has approved this form when initialed. 10/29/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 10/29/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 11/2/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Bennett R Dussall Date 12/27/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Veterans' Services Payroll Dept. No: 55.00
 Title of Position: Veteran Benefits Counselor Base Salary of Position: 39,246/annually Grade: 09
 Filling at Step # (If Known): _____
 Budget code and title: A.6510 110 Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other - new
 Employee No./Last Name: _____ Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director. [Signature]
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature]
 Human Resources Director has approved this form when initialed. [Signature] 1/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/11/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennett F. Duscally Date 01/24/2022